

**KALAMAZOO COUNTY CIRCUIT COURT / FAMILY DIVISION**  
**TEMPORARY PLACEMENT CHECK LIST**

**FIRST REPORT:** TO BE FILED WITHIN TWO (2) DAYS, EXCLUDING HOLIDAYS AND WEEKENDS  
\$100.00 FILING FEE COLLECTED

- ☐ Statement of Child Placing Agency Transferring Physical Custody of Child for Adoption and Report...PCA331
- ☐ Statement of Parent/Guardian Authorizing Temporary Placement of Child for Adoption...PCA329
- ☐ Statement of Parent/Guardian Transferring Physical Custody of Child for Adoption and Report...PCA330
- ☐ Statement of Prospective Adoptive Parent Transferring Physical Custody of Child for Adoption...PCA332

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**FOLLOW-UP REPORT:** TO BE FILED WITHIN 30 DAYS OF PLACEMENT

- ☐ Follow-Up Report After Temporary Placement of Child for Adoption...PCA333
  - Adoption Petition Filed: ☐ YES ☐ NO FILE #: \_\_\_\_\_
  - Child Returned: ☐ YES ☐ NO -- IF YES, TO WHOM: \_\_\_\_\_

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**REPORT TO PROSECUTOR:**

- ☐ Immediately – If Follow-Up Report indicates a Petition for Adoption has not been filed and child has not been returned to parent, legal guardian or child placing agency...PCA334
- ☐ Within 45 Days – If Petition for Adoption has not been filed and child has not been returned to parent, legal guardian or child placing agency...PCA334
- ☐ Proof of Service for PCA334...JC12a

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**PROSECUTING ATTORNEY:**

- ☐ Petition to Determine Custody of Child Temporarily Placed for Adoption...PCA335
- ☐ Hearing set (14 Days) for: \_\_\_\_\_
- ☐ Proof of Service for Petition (PCA335) and Notice Of Hearing (PC562)...JC12a
- ☐ Order to Determine Custody of Child Temporarily Placed for Adoption...PCA336
- ☐ Proof Of Service for PCA336...JC12a

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**OTHER PETITIONS THAT COULD BE FILED:**

- ☐ Petition and Ex Parte Order by Parent/Guardian for Return of Child...PCA337
- ☐ Proof of Service for PCA337...JC12a
- ☐ Petition to Determine Custody of Child Temporarily Placed for Adoption...PCA335 (Filed By Adoptive Parents)
- ☐ Notice of Hearing...PC562
- ☐ Proof of Service for PCA335 and PC562...JC12a
- ☐ Petition to Determine Custody of Child Temporarily Placed for Adoption...PCA335 (Filed by Child Placing Agency that temporarily placed the child)
- ☐ Notice of Hearing...PC562
- ☐ Proof of Service for PCA335 and PC562...JC12a
- ☐ Order to Determine Custody of Child Temporarily Placed for Adoption...PCA336
- ☐ Proof of Service for PCA336...JC12a
- ☐ Petition for Adoption...PCA301(a) then proceed with Direct Placement Checklist